

Contents

- 4 This Guide
- 6 **Country Profile**
 - Map
 - Country
 - Climate
 - Population
 - History
 - Religion
 - Language
 - Currency
 - National Holidays
- 15 **Visa Requirements**
- 18 **An International Career in Berlin**
- 21 **To Start With ...**
- 27 **Management Culture**
 - Being German
- 29 **Organisational Structure**
 - Hierarchy
 - Strategy
- 31 **Decision Taking Process**
 - Meetings
 - Negotiations
 - Decisions
- 33 **Conception of Time**
 - Time Perception
 - Appointments
- 34 **Business Behaviour**
 - Meeting & Greeting
 - Dress Code
 - Wining & Dining
 - Use of Business Cards
- 38 **An International Career in Berlin**
- 41 **Labour Mobility ABC**
- 48 **Self- assessment tests**
- 50 **Questions to ask yourself**
- 52 **Important Sectors**
- 57 **Top 5 of the largest companies in Germany**

- 58 **What will I earn?**
- 62 **Taxation Matters**
General Information
First step
Where do you pay taxes?
Double taxation
Posted Worker in the EU
Self-employment
- 69 **Main Routes to Employment**
- 71 Key facts: German graduate labour market
- 73 **General Advice on Job Hunting**
Strong employability skills for the German market
The Application Letter
The Curriculum Vitae
The Application Procedure
Online Applications
Apprenticeships
Sample CV
- 83 **An International Career in Frankfurt**
- 86 **Checklist for an International Move**
- 94 **Test: Successful Expat Qualities**
- 97 **More Information**
Useful Addresses
Publications
Press
Internet Sites
Further Reading
Expertise in Labour Mobility
Career Consult
Looking for Work in ... Guides
- 107 **Quiz on Germany**
- 112 About the Author
- 113 Acknowledgements

This Guide

Working abroad sounds to many people as an adventure.

However, without thorough preparation, starting with a successful application, it is bound to fail. Therefore, Expertise in Labour Mobility (ELM) has prepared a set of country guides describing the main routes to employment in over 40 countries. Are you interested in working in Australia, France or Japan? Has your partner accepted a job in Hungary, Switzerland, or the United Arab Emirates?

Are you looking for an internship possibility in the UK, Singapore or the US? The Looking for work in... guides from ELM will help you with accurate information and practical tips on working cultures and differences in job hunting in over 40 countries.

As an extra addition to the series – following many requests - ELM introduced a new guide: Looking for work in International Organisations which explains how to successfully look for work in for instance the institutes of the European Commission, UN institutions and NGO's.

This guide contains information on Germany. It tells you how to apply for a job in Germany and the cultural differences that you will come across when looking for a job in Germany.

Do not underestimate those national differences. What is common in one country might be very unusual in another country.

To find a job abroad you need to be aware that national differences manifest themselves not only in different languages, but also in different recruitment practices. Thus, looking for work in another country involves more than writing your CV/resume in another language.

No matter the country in which you are looking for work, the key focus of your CV should be to persuade the employer to invite you for a job interview. Accordingly, your CV should be regarded as a marketing tool, adapted to the market in which you intend to use it. The information in this guide, together with the sample CV, will help you to adapt your application for the German job market. However, make sure your application remains a reflection of your personality. Working abroad is one thing, but having a job that does not suit you will definitely cause homesickness!

A handwritten signature in black ink, appearing to read 'Nannette Ripmeester', with a horizontal line underneath.

Nannette Ripmeester, MA
Managing Director
Expertise in Labour Mobility





Country Profile

Country

Germany is situated at the heart of Europe. The country has a surface of 357,000 square kilometres (221,830 square mi) and consists of 16 Federal States ('Länder'). Berlin is the capital of Germany and the seat of government, since the unification. It has a current population of 3.43 million (2009). Other main cities in Germany are Hamburg (1.77 million, 2009), München (approximately 1.3 million, 2009) and Köln (approximately 1.02 million, 2009). Frankfurt, Stuttgart, Düsseldorf, Leipzig, Dresden and the Ruhr district are also major economic centres.

There are five topographic different regions: the North German Plain, the Central Upland range, the South-western terrace landscape, the Alpine foothills and the Bavarian Alps.

Denmark borders Germany in the north; the Netherlands, Belgium, Luxembourg and France border Germany in the west; Switzerland and Austria in the south and Poland and the Czech Republic in the east.

Climate

Despite the fact that there are some climatologic differences, one can say that Germany has a temperate climate.

The temperatures vary by altitude and by proximity to the North Sea and Baltic Sea. In the south and east, Germany has a continental climate with hot summers and cold winters and in the north and west there is a more moderate climate with rather warm summers and mild winters.

Population

Almost one third of the 82.3 million (2009) inhabitants of Germany live in 84 cities with more than approximately 100,000 inhabitants.

The influences of Germanic tribes that once lived in the country can still be found in the names of some of the Federal States ('Länder'), of which some are named after these tribes (such as Bayern and Sachsen). The influences can be found in the dialects and traditions of the regions.

There is a large minority of Turkish people in Germany, especially in the large cities. Moreover, many people from former Yugoslavia have found refuge in Germany.

History

Two centuries ago Germany was populated by different Germanic tribes, but German history dates back even further as the Romans already conquered parts of the country in 50 BC.

In the 8th century the Frankish conqueror Charlemagne took over large parts of Germany. For centuries Germany remained a conglomerate of small states until the house of Habsburg took control in the 13th century.

The Habsburgs reigned until the Thirty Years War (1618-48). This war was characterised by ongoing religious and nationalist conflicts, and it took some heavy battles to secure the rights of both Protestants and Catholics. Germany lost a third of its population during this period. This period of instability was used by Napoleon to conquer some parts of Germany. But the French never quite managed to overpower Prussia, which became the centre of German resistance. It was Prussia that led the 1813 war which ended Napoleon's German aspirations in a decisive battle at Leipzig. In 1866, Otto von Bismarck, chancellor of Prussia, annexed most of Germany, consolidating his position with a resounding victory

over France in 1871. The Prussian King, Wilhelm I, was installed as Kaiser and a united Germany hit the world stage for the first time. King Wilhelm II dismissed Bismarck in 1890. Under his reign World War I started with Germany, Hungary and Austria on one side and France, the United Kingdom, Belgium, Russia, Serbia and Japan on the other side. Germany lost this war. After the November revolution of 1919 the Weimar Republic was proclaimed. In 1933, Hitler's National Socialist German Worker's (or Nazi) Party was elected to govern the country, but quickly after Hitler changed the country into a dictatorship. In 1939, World War II started as 'revenge' for Germany's defeat during the First World War. In 1945 the Second World War finally ended with the defeat of Germany.

Post-war Germany was divided between the Allied forces, giving Britain, France and the US control in the Federal Republic of Germany, and the Soviet Union in the German Democratic Republic (East Germany). This division was applied to Berlin as well. Over the next 25 years West Germany became one of the world's wealthiest nations while East Germany suffered economically. The fall of the Berlin wall in 1989 has become the symbol of collapse of communism in Eastern Europe.

In 1990, Germany was united into today's democratic republic. Also in 1990, the political reunification of Germany became a fact. The 'Länder' of the former East Germany were incorporated into the European Union.

Furthermore, 1990 was the year of Berlin as it was chosen as the country's Capital.

In 1998, the Social Democrats (SPD) won the elections, Gerhard Schröder was elected as Chancellor. He was re-elected in 2002.

The year 2005 was dominated by the decision to call an early federal election in September, 12 months ahead of schedule. The election followed disastrous regional election results for the Social Democratic Party (SPD) in May and the continued unpopularity of the Social Democrat–Green federal government. Angela Merkel was elected as Chancellor.

Under Head of State Angela Merkel, Germany holds the presidency over the EU Council from January to June 2007. The motto is: "Europe – succeeding together", indicative of the direction in which the EU is moving. After all, the close cooperation of the 27 member states is integral to the future of the EU.

German art has played a significant role throughout history in many fields, such as literature (Goethe, brothers Grimm, Brecht), painting (Klee), sculpture, and applied art and architecture (Bauhaus). Germany is also known for its role in world philosophy (Kant, Nietzsche).